

# M S P



## MANAGERIAL SELECTION PROCESS

State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **CHIEF, DISTRICT OFFICE ENGINEER**

SALARY: **\$10,916 - \$12,400**

LOCATION: **DISTRICT 4 – OAKLAND**

DIVISION: **CONSTRUCTION**

FINAL FILING DATE: **DECEMBER 26, 2017**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Principal Transportation Engineer, the incumbent directs staff in the development and preparation of plans, specifications, and estimates (PS&E) into coherent bidding documents for construction contracts. This includes the following branches: Duty Senior, Claims, Constructability Review, and Construction Scheduling (Critical Path Method). The incumbent supervises and manages the work of staff responsible for the progress and quality of project constructability; reviews and makes decisions as to the correctness and adequacy of PS&E for construction staging; conducts or directs special investigations and studies; prepares reports; initiates correspondence and writes technical articles for publication. The incumbent also manages and supervises a wide variety of engineering and non-engineering classifications.

Duties and activities include, but are not limited to:

- Provide direction to a multidisciplinary team of professional engineers for the timely preparation of PS&E. This includes directing Senior Transportation Engineers (Specialist), Senior Transportation Engineers overseeing Civil Engineers and Specialist Engineering (Electrical, ITS and Landscape). Lead all employees to meet District 4 Authority to Advertise District Delegation (AADD) and Quality Management System (QMS) to maintain quality, consistency, and uniformity in the preparation of PS&E. Initiate changes, as deemed necessary for the purpose of improvement to the District's QMS.
- Manage the Constructability Unit, Construction Claims Unit, and the Duty Senior Unit. Act as the single focal point to management on any issues in these units.
- Manage projects from applicable Quality Control activities and all Quality Assurance functions through submittal to Division of Engineering Services for advertisement. This includes establishment of project milestones within District Office Engineer, monitoring project progress toward milestones, monitoring the status of each project requirements, and initiating actions necessary to keep projects on schedule. Ensure that projects identified as "critical" receive top priority and special handling and expediting through the project delivery process.
- Initiate changes, as deemed necessary for the purposes of improvement to the Standard Special Provisions, Standard Specifications and Standard Plans. Concurs on all Non Standard Special Provision for the Division of Construction. Reviews and recommend approvals for contract addendum requests. Reviews funding availability on projects after bid opening and concurs with all award recommendations. Train new employees to meet necessary quality levels and maintain consistency and uniformity for the preparation of PS&E, application and use of Standard Special Provisions.
- Represent the District Office Engineer and the Division of Construction on committees and special task forces such as Capital Outlay Committee, and PS&E related Design and Construction Committees.
- Provide functional direction to the District, Local Agencies, and Consultants on the procedures to prepare PS&E for Capital Outlay Projects. Attend training as deemed mandatory or necessary, which may require travel and overnight stay.
- May perform other duties within the scope of the unit as required.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with Caltrans and meet the following qualifications by the final filing date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers, **and**

#### **Either I**

Experience: One year of transportation engineering experience as a senior level engineer in the California state service.

#### **Or II**

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service, and

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

#### **Or III**

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

## **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Various phases of transportation engineering and systems planning, transportation economics and financing, factors which influence the impact of transportation facilities on the environment, the community and the economy. Principles and techniques of personnel management and supervision. Caltrans' Equal Employment Opportunity (EEO) and Labor Relations objectives. A manager's role in Safety, Health, EEO and Labor Relations and the processes available to meet these program objectives.

**Ability to:** Administer a statewide program. Plan and direct the work of others. Judge work quality and performance. Prepare technical correspondence and complete comprehensive reports. Prepare articles for publication. Address an audience effectively. Analyze situations accurately and adopt an effective course of action. Communicate effectively. Effectively contribute to the Caltrans' Safety, Health, EEO and Labor Relations objectives.

## **STATEMENT OF QUALIFICATIONS /EVALUATION CRITERIA**

A Statement of Qualifications (SOQ) must be submitted along with the State application. An SOQ is a discussion of how an applicant's education, training, experience, and skills meet the criteria below and qualify them for the position. The SOQ must not exceed two (2) pages in length.

1. Knowledge of management and supervisory practices, and State personnel policies.
2. Knowledge of Caltrans' multi-modal transportation roles and responsibilities.
3. knowledge of state and federal highway design policies, guidelines and standards.
4. Demonstrated experience in effectively applying logic and creativity in decision-making processes.
5. Demonstrated experience in communicating effectively and representing Caltrans using oral and written communication skills.
6. Demonstrated experience in developing strong working relationship with internal and external partners and industry representatives.
7. Demonstrated experience in applying motivational and negotiating skills both internally and externally.
8. Demonstrated experience in project budget control techniques used during contract preparation and contract administration.
9. Demonstrated experience in managing a staff including short and long term planning, workload balancing, and resource allocation.
10. Demonstrated experience in developing and implementing organizational improvements.

## **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. Candidates who meet the qualifications will be admitted into the examination process.

During the first phase of the examination process, an evaluation of the Statement of Qualifications may be conducted. Applicants who achieve a passing score of 70% or higher during this phase will be invited to the interview portion of the examination process. The interview portion of the examination will establish an eligible list including the ranking of each candidate. Candidates will be notified in writing of their examination results.

## **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD. 678), which includes civil service titles and dates of experience. The application should specify the **classification, position title, and the following MSP Number: 17MSP72**
- Faxed applications will not be accepted.

- A Statement of Qualifications. **The Statement must not exceed two pages.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications or completed State application (STD 678).
- Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall be eligible to apply for promotional civil service examinations, for which he/she meets the minimum qualifications as prescribed by the class specification. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

The State application and Statement of Qualifications must be received or postmarked by the final file date of **December 26, 2017**. Interagency mail received after this date will NOT be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Gwen Ling (17MSP72)  
1727 30th Street, MS-90  
Sacramento, CA 95816**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to Gwen Ling at (916) 227-7841

### **ELIGIBILITY INFORMATION**

This examination will not establish a civil service list; therefore, candidates will not have the ability to transfer their eligibility to other departments.

### **REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Special Programs, 1727 30<sup>th</sup> Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.*